



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING AND SELECTION
QUALIFICATIONS ASSESSMENT FOR

**RESEARCH PROGRAM SPECIALIST I
RESEARCH PROGRAM SPECIALIST II
(SOCIAL/BEHAVIORAL)**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)**, with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto a separate eligible list for each classification listed above. The list will be used by CDCR in Sacramento to fill existing vacancies. It is **required** that you **personally complete** this examination accurately and without assistance.

TESTING PERIOD INFORMATION

Candidates can only test for this classification **once** in a **12 month period**.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination(s).

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. "Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

SOCIAL SECURITY NUMBER: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (Std. Form 678) MUST INCLUDE YOUR **ORIGINAL SIGNATURE** AND BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Mail to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

OR

Deliver in Person to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 "S" Street, Room 101N
Sacramento, CA 95811-7243

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

Read instructions carefully

1. **Do not attach any additional documents** to this Qualifications Assessment or send any forms/documents in advance.
2. This process is the entire examination for the above classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.
3. Additional instructions are provided on the following pages.
4. If successful, your name will be placed on an eligible list for the classification listed above.
5. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.
6. The following areas comprise the complete examination for **RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)**. You must ensure you have addressed each of the following areas:
 - Affirmation Statement (page 1)
 - General Instructions (page 2)
 - Prior State Employment Information (page 3)
 - Minimum Qualifications (page 4)
 - Job Requirements (page 5)
 - Desirable Qualifications (page 6)
 - Section I: Work Experience - Research Program Specialist I and/or II (Social/Behavioral), (pages 7 through 9)
 - Section II: Knowledge Assessment - Research Program Specialist I and/or II (Social/Behavioral), (page 10)
 - Section III: Essay Questions - Research Program Specialist I and/or II (Social/Behavioral), (page 11 through 15)
 - Sections IV: Work Experience - Research Program Specialist II (Social/Behavioral) ONLY (page 16)
 - Section V: Essay Question - Research Program Specialist II (Social/Behavioral) ONLY (page 17 through 18)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**AVAILABLE POSITIONS ARE LOCATED IN
SACRAMENTO**

After list release, please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation
Division of Human Resources
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001

MINIMUM QUALIFICATIONS

RESEARCH PROGRAM SPECIALIST I (SOCIAL/BEHAVIORAL)

Either I

Experience: One year in the California state service performing research duties equivalent to that of a Research Analyst II (Social/Behavioral)

Or II

Experience: Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II (Social/Behavioral); and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.

RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL)

Either I

Experience: One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of Research Program Specialist I (Social/Behavioral).

Or II

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to a Research Program Specialist I (Social/Behavioral); and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1.	Are you willing to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you willing to comply with annual tuberculosis screening requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you willing to comply with departmental training requirements and participate in on-going training specific to your work assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you willing to report dangerous situations/contraband to supervisors and/or custody staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you willing to work with inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you willing to work with inmates/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you willing to work around peace officers armed with chemical agents and/or weapons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you willing to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you willing to participate in the audit process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you willing to treat inmates/parolees in a professional, ethical, and tactful manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Are you willing to train staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Are you willing to respond to changes in the work unit in a positive, professional manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Are you willing to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are you willing to interact with individuals (i.e., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Are you willing to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DESIRABLE QUALIFICATIONS

Please indicate your highest educational background in a social science field by checking the appropriate box.

- ☐ Doctoral degree from an accredited university or college in a social science field or related field.
Please specify the field:

- ☐ Master's degree from an accredited university or college in a social science field or related field.
Please specify the field:

- ☐ Bachelor of Science or Bachelor of Arts degree from an accredited university or college in a social science field or related field.
Please specify the field:

- ☐ Associate of Arts or Associate of Science degree from an accredited university or college in a social science field from an accredited university or college.
Please specify the field:

SECTION I
WORK EXPERIENCE – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Note to Applicant: For items #1 - #33, refer to the scale description below. Please rate your level of experience by placing an “X” in the appropriate box.		Length of Experience				
		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
1.	Independently plans social and behavioral research methodologies necessary to conduct research projects.					
2.	Organizes social and behavioral research methodologies necessary to conduct research projects.					
3.	Conducts social and behavioral research for research projects.					
4.	Collects and/or compiles social and behavioral information for research projects.					
5.	Analyzes social and behavioral data for research projects.					
6.	Prepares written reports of findings from social and behavioral research projects.					
7.	Prepares presentations of research progress, barriers, and findings from social and behavioral research projects.					
8.	Makes presentations to stakeholders, departmental management, program staff, and other relevant audiences regarding social and behavioral research projects.					
9.	Independently plans social and behavioral evaluation methodologies necessary to conduct evaluation projects.					
10.	Organizes social and behavioral evaluation methodologies necessary to conduct evaluation projects.					
11.	Conducts social and behavioral evaluations for evaluation projects.					
12.	Collects and/or compiles social and behavioral information for evaluation projects.					
13.	Analyzes social and behavioral data for evaluation projects.					

SECTION I
WORK EXPERIENCE – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Note to Applicant: For items #1 - #33, refer to the scale description below. Please rate your level of experience by placing an “X” in the appropriate box.		Length of Experience				
		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
	Definition of Levels: Extensive Experience: More than 4 years experience <u>performing</u> this task. Moderate Experience: Over 3 years to 4 years experience <u>performing</u> this task. Basic Experience: Over 2 years to 3 years experience <u>performing</u> this task. Limited Experience: Over 1 year to 2 years experience <u>performing</u> this task. Minimal Experience: 1 year or less experience <u>performing</u> this task.					
14.	Prepares written reports of findings from social and behavioral evaluation projects.					
15.	Prepares presentations of evaluation progress, barriers, and findings from social and behavioral evaluation projects.					
16.	Makes presentations to stakeholders, departmental management, program staff, and other relevant audiences regarding social and behavioral evaluation projects.					
17.	Designs summary statistical reports of processes and policies utilizing various resources.					
18.	Collects and/or compiles social and behavioral information for summary statistical reports.					
19.	Analyzes social and behavioral information for summary statistical reports.					
20.	Prepares written reports of findings from summary statistical reports.					
21.	Prepares presentations of summary statistical reports.					
22.	Makes presentations of summary statistical reports.					
23.	Identifies appropriate data elements from multiple databases to create datasets for data analysis.					
24.	Extracts and compiles appropriate data elements from multiple databases to create datasets for data analysis.					
25.	Acts as consultant/advisor to external researchers and other external stakeholders.					
26.	Acts as consultant/advisor to internal stakeholders.					

SECTION I
WORK EXPERIENCE – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Note to Applicant: For items #1 - #33, refer to the scale description below. Please rate your level of experience by placing an “X” in the appropriate box. Definition of Levels: Extensive Experience: More than 4 years experience <u>performing</u> this task. Moderate Experience: Over 3 years to 4 years experience <u>performing</u> this task. Basic Experience: Over 2 years to 3 years experience <u>performing</u> this task. Limited Experience: Over 1 year to 2 years experience <u>performing</u> this task. Minimal Experience: 1 year or less experience <u>performing</u> this task.		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
27.	Prepares various written documents to provide to and/or request information from others.					
28.	Performs literature reviews and synthesizes information from social and behavioral research literature.					
29.	Oversees field staff in data collection and data reporting.					
30.	Trains field staff in data collection and data reporting.					
31.	Remains up-to-date with research-related software applications.					
32.	Remains up-to-date with scientific methodologies and current social/behavioral research.					
33.	Coordinates research support staff on a periodic basis to assist in the development and implementation of research and evaluation projects.					

SECTION II
KNOWLEDGE ASSESSMENT – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Note to Applicant: For items #34 - #44, refer to the scale description below. Please rate your level of knowledge by placing an “X” in the appropriate box.

Definition of Levels:

Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.

Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.

Limited Knowledge: I possess little or no education or training relevant to this knowledge.

Level of Knowledge			
<u>Extensive Knowledge</u>	<u>Moderate Knowledge</u>	<u>Basic Knowledge</u>	<u>Limited Knowledge</u>

34. Research methods and techniques.

35. Application of computerized models to research data.

36. Applied statistical and other methods used in data analysis and projection of data.

37. Survey methods and analytical techniques.

38. Social science theories and best practices.

39. Confidentiality issues and the handling of sensitive personally identifiable information.

40. Database development design and management.

41. Research-related computer software.

42. Data exploration, manipulation and statistical analyses (i.e., descriptive and inferential).

43. State government organizational structure, policies, programs and processes.

44. Project management techniques.

SECTION III
ESSAY QUESTION #1 – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Identify a social science research/evaluation project in which you had a significant role.

Describe the steps taken to conduct this research/evaluation project, identifying the activities in which you were engaged.

For Research Program Specialist II candidates, please discuss your leadership role in this project.

SECTION III
ESSAY QUESTION #2 – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

The research manager has asked you to produce a brief report on the percentage of inmates who directly discharged from a CDCR institution in fiscal year 2005/2006 and returned to any CDCR institution within three years. (Note: a fiscal year runs July 1 – June 30).

Database A (below) contains all inmates and their discharge dates, if applicable. Database B (below) contains a list of inmates who returned to a CDCR institution and their return dates.

Describe the steps you would take to use these databases to create a working dataset, analyze the data, and report the results. Using the cases from Dataset A and Dataset B, create a table that shows what the final dataset should look like. Include information about the software you would use throughout the process.

ENTER YOUR RESPONSE ON THE FOLLOWING PAGE, (PAGE 13).

Dataset A

CDC#	Discharge Date
1	4/11/2006
2	6/20/2005
3	11/16/2005
4	8/31/2003
5	8/10/2005
6	1/11/2006
7	
8	10/25/2005
9	3/9/2006
10	7/27/2005

Dataset B

CDC#	Return Date
1	2/7/2007
3	12/18/2005
4	4/14/2004
5	7/11/2008
8	5/10/2006
10	8/1/2009

SECTION III
ESSAY QUESTION #2 – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

SECTION III

ESSAY QUESTION #3 – RESEARCH PROGRAM SPECIALIST I AND/OR II (SOCIAL/BEHAVIORAL)

Describe all of your experience in presenting research results, findings, conclusions and recommendations in written and oral form, including reports, publications, presentations and conferences.

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR THE RESEARCH PROGRAM SPECIALIST I (SOCIAL/BEHAVIORAL). PLEASE REFER TO PAGE 1 FOR SIGNATURE, DATE, AND MAILING INSTRUCTIONS. ONLY PROCEED TO SECTION IV IF YOU ARE ALSO APPLYING FOR RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL) EXAMINATION.

SECTION IV
WORK EXPERIENCE – RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL) ONLY

Note to Applicant: For items #45 - #47, refer to the scale description below. Please rate your level of experience by placing an "X" in the appropriate box. Definition of Levels: <u>Extensive</u> Experience: More than 4 years experience <u>performing</u> this task. <u>Moderate</u> Experience: Over 3 years to 4 years experience <u>performing</u> this task. <u>Basic</u> Experience: Over 2 years to 3 years experience <u>performing</u> this task. <u>Limited</u> Experience: Over 1 year to 2 years experience <u>performing</u> this task. <u>Minimal</u> Experience: 1 year or less experience <u>performing</u> this task.		Length of Experience				
		<u>Extensive</u> Experience	<u>Moderate</u> Experience	<u>Basic</u> Experience	<u>Limited</u> Experience	<u>Minimal</u> Experience
45.	Leads research staff in the development and implementation of research and evaluation projects utilizing project management skills.					
46.	Direct major research/evaluation projects and statistical studies.					
47.	Acts as subject matter expert and primary resource for CDCR in order to provide current best practices information.					

SECTION V

ESSAY QUESTION #1 – RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL) ONLY

Identify and describe a statistical analysis that you have performed to answer a research/evaluation question. Explain the results, including the practical implications of your research findings and how you presented the information to technical and non-technical audiences. Include information about the software you used throughout the process.

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR THE RESEARCH PROGRAM
SPECIALIST II (SOCIAL/BEHAVIORAL). PLEASE REFER TO PAGE 1 FOR SIGNATURE,
DATE, AND MAILING INSTRUCTIONS.**